



## REQUEST FOR PROPOSAL NO. 361975A

### SENIOR-LEVEL INDUSTRIAL HYGIENIST SUPPORT

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April 13, 2023

Dear Prospective Offeror,

RE: REQUEST FOR PROPOSAL NO. 361975A

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for **Senior-Level Industrial Hygiene Support Services** in support of the Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP).

This procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the following Section A.5.3.

The anticipated schedule for this RFP activity is as follows:

- ✓ Intent to Bid notice due: 4/20/23
- ✓ Questions due: 4/20/23
- ✓ Proposals due: 5/1/23

Warm regards,

Toree Conatore, Contract Specialist  
Procurement

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**SECTION A – REQUEST FOR PROPOSAL**

**1.0 INTRODUCTION**

Central Plateau Cleanup Company (CPCCo), acting under its prime contract with the Department of Energy, requests Offeror to submit a proposal for a **Labor Hour** type of contract to provide **Senior-Level Industrial Hygiene Support**.

Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors.

Section B contains Representations and Certifications and other documents that Offeror may be required to complete, sign, and return with their proposal, as well as a Draft 4-Part Contract, which contains:

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms, Contract Provisions & Attachments
- Part IV – Special Terms

CPCCo may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

**2.0 BASIS OF AWARD**

CPCCo intends to award one (1) contract as a result of this Request for Proposal (RFP) to the responsible Offeror who is responsive to all of the RFP requirements, with the lowest evaluated price and technically acceptable proposal.

CPCCo may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

**2.1 Acceptance or Rejection of Proposals**

CPCCo reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CPCCo may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors with which to negotiate;
- reject any or all proposals received;
- issue a request for new proposals; or

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- cancel the RFP without awarding a contract.

#### **2.2 Responsiveness and Responsibility Determination**

CPCCo will determine if the Offeror is responsive to the requirements of this RFP and eligible for award.

This evaluation may include, but is not limited to, information gathered from other sources, including safety performance, financial stability, and past performance for CPCCo or other customers. These determinations may be made at any time by CPCCo without additional questions or revision. CPCCo may waive minor informalities and irregularities in offers received.

#### **2.3 Proposal Costs**

CPCCo is under no obligation to pay proposal preparation costs.

#### **2.4 Award Notification**

CPCCo will notify all offerors after CPCCo selects an Offeror for award. There will be no public opening of proposals.

### **3.0 PROPOSAL PREPARATION INSTRUCTIONS**

Organize the proposal as described in the following sections. Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

#### **3.1 Proposal Content**

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals that are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration.

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Offeror shall reference Sections A.3.1.1 and A.3.1.2 below for how proposals shall be organized, and information required to be included. Each volume of the proposal shall be separate and complete.

Offeror shall reference Section B *Attachments* for additional required documents to be submitted as separate files.

Offeror shall include the company name in each electronic file name.

#### 3.1.1 Volume I – Management & Technical Proposal

- 1) **Management Approach** – Discuss the Offeror’s management approach and capabilities to satisfy the requirements outlined in the SOW, including whether any work will be subcontracted, and if so, what portion.
- 2) **Company Experience** – Submit Offeror’s prior record in providing services similar in size, content, and complexity to those required in this RFP. Past performance shall be no older than five (5) years.
- 3) **Company Timekeeping** – Provide at least one of the following:
  - Description of timekeeping software
  - Timekeeping procedure
  - Timekeeping policy
  - A copy of an audit of the company’s timekeeping system stating it is acceptable
- 4) **Resume(s)** – Discuss the Offeror’s technical approach by providing a current resume for each proposed resource. Resources proposed to perform the scope shall have the proven ability of meeting the Qualifications Standards in Section A.4.2.B.1. Include proof of required education and certification(s).

#### 3.1.2 Volume II – Pricing & Contractual Proposal

The Offeror shall use the Pricing Template (reference Section B) to propose a labor rate breakdown for the appropriate job classification that will be used for the scope.

#### 3.2 Offeror’s Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror’s submission of a proposal signifies the Offeror’s unqualified acceptance of all of the technical requirements and other terms and conditions that are

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contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

#### **3.3 Exceptions to Technical Requirements and Other Terms and Conditions**

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offeror is notified that CPCCo considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CPCCo. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CPCCo may determine that the proposal is non-responsive.

#### **3.4 Proposal Validity Period**

A proposal shall remain firm for 120 days after the proposal due date.

#### **4.0 EVALUATION CRITERIA AND QUALIFICATION STANDARDS**

Information such as experience, proposed work plans, past performance, key personnel, available resources and equipment and any other information available may be used by CPCCo in evaluating the Offeror's capabilities, responsibility, and responsiveness to the solicitation.

CPCCo will first evaluate each Offeror's proposal to determine whether the information provided meets the qualification standards. The Offeror's proposal must meet the qualification standards.

The Offeror shall address each of the qualification standards and state how the Offeror specifically meets each one.

#### **4.1 Evaluation Criteria**

The following evaluation criteria, which are of equal significance, are the technical and business criteria that will be used along with cost or price in determining which Offeror will be selected for an award.

##### **A. Management Approach**

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#### 1) Timekeeping System

- Qualification Standard – Offeror’s timekeeping system is acceptable for performance of a Labor Hour type contract.

#### 2) Past Performance

- Qualification Standard – Offeror’s past performance is current, relevant and provides CPCCo confidence that Offeror can perform.

### **B. Technical Approach**

#### 1) Proposed Resource

- Qualification Standards – Resource must possess
  - a. Bachelor’s degree in Industrial Hygiene or related discipline.
  - b. Professional certification in Industrial Hygiene (CIH) and/or Safety (CSP).
  - c. 10 years’ DOE experience or commercial nuclear experience.
  - d. 10 years’ experience providing Health & Safety support to Demolition (D&D), Construction, Waste Management, and Environmental Restoration work activities.
  - e. Five (5) years’ experience providing Health & Safety support for the pre-demolition/removal of chemical systems, product systems, and radiologically and beryllium contaminated systems within Plutonium (nuclear) production/processing facilities.
  - f. Five (5) years’ experience in HAZWOPER, Beryllium, Asbestos, Chemical Use, Biohazard Cleanup, Heat Stress, Noise, and IH Exposure Assessments.

## **5.0 PROPOSAL SUBMITTAL DIRECTIONS**

### **5.1 Notification of Intent to Propose**

CPCCo requests that a prospective Offeror notify CPCCo in writing via email to [toree\\_p\\_conatore@rl.gov](mailto:toree_p_conatore@rl.gov) by **4:00 P.M. PST on 4/20/23**, indicating that the Offeror intends to submit a proposal in response to this RFP.

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**5.2 Questions and Comments Regarding the RFP**

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist via email to [toree\\_p\\_conatore@rl.gov](mailto:toree_p_conatore@rl.gov) no later than **4:00 P.M. PST on 4/20/23**.

CPCCo will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CPCCo will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

**5.3 eSourcing Event**

The eSource event will take place on **5/1/23 at 1:00 P.M. PST**. An eSource link will be sent to the Offeror at least one week before the event. This event is a Reverse Auction.

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Contractor's notification of intent to propose, CPCCo will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Contractor's submittal of their initial price and after commencement of the event, the Contractor will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Contractor may revise and submit lower pricing until the event expires. Pricing cannot be increased. The tool will not disclose the Contractor's proposed price to other Contractors, nor will it disclose the lowest proposed price.

**5.4 Proposal Deadline**

Proposals are due by **4:00 P.M. PST on 5/1/23**. CPCCo reserves the right to reject any proposal received after the deadline.



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#### **5.5 Submittal Instructions**

All proposals must be submitted via e-mail to [toree\\_p\\_conatore@rl.gov](mailto:toree_p_conatore@rl.gov). The Contract Specialist will confirm receipt of the Offeror's proposal.

It is recommended that the Offeror turn on 'read receipt' in Outlook.

#### **5.6 Submittal Address**

All proposals must be submitted via e-mail to **toree\_p\_conatore@rl.gov**. The Contract Specialist will confirm receipt of the Offeror's proposal.

#### **5.7 Withdrawal**

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

#### **5.8 RFP Amendments**

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

### **6.0 NOTICES TO OFFERORS**

#### **6.1 Small Business Set Aside**

Proposals made under this solicitation shall be from small business concerns, including Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and service Disables Veteran Owned may self-certify to these categories as defined by the Small Business Administration ([www.sba.gov](http://www.sba.gov)). HUBZone businesses must be certified by the Small Business Administration.

#### **6.2 Precedence of Requirements**

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

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#### **6.3 North American Industry Classification System (NAICS) Code and Size Standard**

CPCCo has determined that North American Industry Classification System (NAICS) Code **541620** applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$19M.

#### **6.4 Required Price Support Information**

The Offeror may be required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged. Certified cost or pricing data need not be submitted. For example,

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.
2. For Commercial items; submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
  - a. For catalog items; a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;

Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

- b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
    - c. For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.
  3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

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The Offeror grants Buyer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.

#### **6.5 Pre-requisites for becoming a CPCCo Contractor**

Prospective Contractors must acquire a DUNS number, a Unique Entity ID, register as a contractor with the federal government, verify employee eligibility using E-verify, and complete the CPCCo Vendor Registration process at <https://cpcco.hanford.gov/page.cfm/DoingBusinesswithCPCCo>.

#### **6.6 Certified Cost or Pricing Data**

The Offeror is not required to provide certified cost or pricing data. However, CPCCo may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CPCCo cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

#### **6.7 Financial Capability Determination Information**

CPCCo reserves the right, prior to award, to require the Offeror to submit information that CPCCo will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CPCCo.

#### **6.8 Identification of Proprietary Data**

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be "proprietary data," the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents CPCCo from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

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#### 6.9 Subcontracting

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CPCCo to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CPCCo a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located at [Submittals, Forms & Docs - Central Plateau Cleanup Company \(hanford.gov\)](http://hanford.gov).

CPCCo reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable;
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site; and
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

#### 6.10 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals "in training" are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and "comfort animals" are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure MSC-PRO-SEC-417, Appendix A-5, p.16.

### SECTION B – RFP ATTACHMENTS

- Attachment 1 – STATEMENT OF WORK

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- Attachment 2 – DRAFT CONTRACT
- Attachment 3 – PRICING TEMPLATE (*return with Volume II*)
- Attachment 4 – SPECIAL PROVISIONS 16, REPRESENTATIONS & CERTIFICATIONS form (*return as a separate attachment*)
- Attachment 5 – EXECUTIVE COMPENSATION CERTIFICATION form (*return as a separate attachment*)
- Attachment 6 – LOWER-TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION form (*return as a separate attachment*)
- Attachment 7 – PAST PERFORMANCE form (*return as a separate attachment*)